

CONFIDENTIAL

Approved For Release 2000/08/16 : CIA-RDP80-00679A000100010049-3

Section

17 August 1953

OPM 20-705-3

PERSONNEL DIRECTOR MEMORANDUM NO. 62-53

SUBJECT: Form No. 34-30, Final Payment Clearance Sheet

1. In complying with accepted security procedures, it is required that OPM identification cards, certificates, etc., be surrendered to the Employee Services Staff by Agency personnel prior to their departure from Agency service. Review of the records of recently separated employees has disclosed that surrender of these documents has not been accomplished in several instances.
2. To assure that these documents are returned to the Employee Services Staff, Personnel Relations Branches will insert the notation "Employee Services Staff, 2125 Eye Building" in the first of the two unused sections appearing on Form 34-30. Final clearance will not be considered as accomplished unless this section has been completed by a representative of the Employee Services Staff.
3. This notation will be added to the printed form when Form 34-30 is next revised.

25X1A

Rec'd by 5-130-4 (37-5T)
20 Jul 5T

GEORGE E. MELOON
Personnel Director

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